

# SOUTH CAROLINA LAW ENFORCEMENT DIVISION

MARK SANFORD  
*Governor*



ROBERT M. STEWART  
*Chief*

August 30, 2007

The Honorable Mark Sanford  
Governor of the State of South Carolina  
Post Office Box 11829  
Columbia, South Carolina 29211

Dear Governor Sanford:

I appreciate the opportunity to outline the budgetary needs of the State Law Enforcement Division (SLED). Enclosed is the SLED Budget Request Package for Fiscal Year 2008-09. There is one need of great importance.

SLED is requesting authority to hire 10 FTEs in Information Technology (IT). Based on current workload, the agency is asking to hire the additional staff. The agency is struggling to meet statutory requirements, grant deadlines, and maintenance of current projects. IT support is critical to the continued operation of the SLED forensic laboratory, the South Carolina Information Exchange (SCIEX) initiative, the Criminal History Information System, the Automated Fingerprint Identification System, the Sex Offender Registry, the Concealed Weapons Permit program, Regional Investigations, Breath Testing, as well as other systems which provide critical information to the Statewide Criminal Justice System. The additional FTEs will move the agency towards meeting current demand for SLED IT services.

Within the IT department, SLED currently employs 45 FTEs, six contractual and two temporary employees. SLED has over 250 active projects for which the IT department is responsible. A four month staffing review identified several areas of concern. Therefore, I am respectfully requesting authority to hire 10 FTEs at a cost of \$761,100 (recurring).

Your assistance in this matter is greatly appreciated. Should you need further information, I stand ready to assist you.

Yours very truly,

A handwritten signature in blue ink, appearing to read "R. Stewart", is written over a horizontal line.

Robert M. Stewart,  
South Carolina Law Enforcement Division



An Accredited Law Enforcement Agency

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## FISCAL YEAR 2008-09 BUDGET PLAN

### I. EXECUTIVE SUMMARY

- A. Agency Section 48/D10/Name: State Law Enforcement Division
- B. Statewide Mission: The primary mission of SLED is to provide quality manpower and technical assistance to all law enforcement agencies and to conduct professional investigations on behalf of the state, as directed by the Governor or Attorney General, for the purposes of solving crime and promoting public order in South Carolina.
- C. Summary Description of Strategic or Long-Term Goals:

#### Agency Goals:

The effective and efficient provision of quality services to the state, its political subdivisions and ultimately to its citizens is the major end toward which the management activities of SLED are directed. In an effort to ensure this goal, SLED will:

1. Provide, through personnel and resource management, the early and successful detection and resolution of crime and threats to the public;
2. Provide law enforcement assistance when requested by any law enforcement entity. Providing effective and efficient service to requesting agencies is the basis for the Division's existence and the foundation for its success. Whenever requested by other law enforcement agencies, SLED will make every effort to provide an equal level of law enforcement resources to all areas of the State;
3. Continue to provide high quality services to requesting agencies without interruption;
4. Continue to coordinate services with other state law enforcement agencies to reduce duplication of services and increase efficiencies;
5. Continue to increase coordination with other state law enforcement agencies in order to provide quicker response to critical situations;
6. Improve turn-around time for laboratory services which will have a positive effect on prosecutors and the courts;
7. Ensure agency practices and procedures follow policy and those standards established by the Commission on Accreditation of Law Enforcement Agencies (CALEA) and the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB); and,
8. Ensure agency policy and procedures are continuously reviewed and assessed, and are properly disseminated and communicated to agency employees.



Agency Objectives:

1. Ensure reliable and professional staff services through quality oriented management practices that ensure support to local, federal and state jurisdictions;
2. Provide investigative assistance with identification and apprehension of criminal suspects;
3. Provide forensic and other resources, assets and expertise not otherwise available to local, state and federal jurisdictions toward the identification and apprehension of criminals;
4. Provide quality operation and maintenance of a central, statewide criminal justice data base, sex offender registry and data processing communication system that ensures timely, accurate and useful criminal record information to local, state and federal law enforcement agencies, the judiciary, the prosecutorial arm and the public; and,
5. Provide services to local, state and federal agencies that encourage positive community relations throughout South Carolina communities.

(1) *Receive Funding and FTEs for 10 Information Technology Staff:* Due to increases in demand for services placed on the SLED IT infrastructure and staff, the agency is requesting funding to hire 10 Information Technology (IT) full- time equivalents (FTEs). SLED currently employs 45 FTEs, six contractual employees, and two temporary employees in IT. SLED has over 250 active projects for which the IT program is responsible. A four month staffing review identified several areas of concern. Therefore, I am respectfully requesting authority to hire 10 additional FTEs in this area. The requested FTEs are: seven Senior Information Resource Consultants, two Senior Applications Analysts (COBOL), and one Project Manager. The total cost for the 10 FTEs is \$761,100.

D.

| Summary of Operating Budget<br>Priorities for FY 2007-08:   |                                      | FUNDING                 |                    |         |       |           | FTEs  |      |       |       |
|---|--------------------------------------|-------------------------|--------------------|---------|-------|-----------|-------|------|-------|-------|
|   |                                      | State Non-<br>Recurring | State<br>Recurring | Federal | Other | Total     | State | Fed. | Other | Total |
| Priority<br>No.: 1  | Title: Information<br>Technology FTE |                         | \$761,100          |         |       | \$761,100 | 10.00 |      |       | 10.00 |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable): 2,3,4</u><br>Activity Number & Name: 36:<br>Information Technology |                                      |                         |                    |         |       |           |       |      |       |       |
|   |                                      |                         |                    |         |       |           |       |      |       |       |
| TOTAL OF ALL PRIORITIES   |                                      | \$                      | \$761,100          | \$ 0    | \$ 0  | \$761,100 | 10.00 | 0.00 | 0.00  | 10.00 |

E. Agency Recurring Base Appropriation:

|           |  |
|-----------|--|
| State     | \$36,509,075                                       |
| Federal\$ | \$30,914,079 (\$23,056,000 are pass through funds) |
| Other     | \$14,394,100                                       |

F. Efficiency Measures: See SLED 2006 – 2007 Accountability Report

G.

| Summary of Capital Budget Priorities: N/A |   |              | Additional<br>State Funds | Previously<br>Authorized State<br>Funds | Total Other<br>Fund<br>Sources | Project<br>Total |
|---|---|--------------|---------------------------|---|--------------------------------|------------------|
| Priority No.:                             | <u>Project Name:</u><br>Activity Number & Name: | Project No*: | 0                         | 0                                       | 0                              | \$ 0             |
| Priority No.:                             | <u>Project Name:</u><br>Activity Number & Name: | Project No*: | 0                         | 0                                       | 0                              | \$ 0             |
| Priority No.:                             | <u>Project Name:</u><br>Activity Number & Name: | Project No*: | 0                         | 0                                       | 0                              | \$ 0             |
| TOTAL OF ALL CAPITAL BUDGET PRIORITIES    |   |              | \$ 0                      | \$ 0                                    | \$ 0                           | \$ 0             |

\* If applicable

H. Number of Proviso Changes: None at this time.

I. Signature/Agency Contacts/Telephone Numbers:

  
\_\_\_\_\_  
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State Law Enforcement Division  
(803) 896-7001

Contacts:  
Cynthia R. Konduros  
(803) 896-7196

Richard E. Hunton, Jr., Inspector  
(803) 896-4698

## II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section 48/D10/Name: State Law Enforcement Division (SLED)

B. Priority No. 1 of 1

C. (1) Title: Information Technology (IT) Staffing Needs

(2) Summary Description SLED is requesting authority to hire 10 FTEs in Information Technology (IT). Based on current workload, the agency is asking to hire the additional staff. The agency is struggling to meet statutory requirements, grant deadlines, and maintenance of current projects. IT support is critical to the continued operation of the SLED forensic laboratory, the South Carolina Information Exchange (SCIE) initiative, the Criminal History Information System, the Automated Fingerprint Identification System, the Sex Offender Registry, the Concealed Weapons Permit program, Regional Investigations, Breath Testing, as well as other systems which provide critical information to the Statewide Criminal Justice System. The additional FTEs will move the agency towards meeting current demand for SLED IT services.

(3) Strategic Goal/Action Plan (*if applicable*): Goals 1, 2 and 3:

D. Budget Program Number and Name: II. PROGRAMS AND SVCS: C. Criminal Justice Information Systems

E. Agency Activity Number and Name: 36: Criminal Justice Information Systems

F. Detailed Justification for Funding

(1) Justification for Funding Increase: Due to increases in demand for services placed on the SLED IT infrastructure and staff, the agency is requesting funding to hire 10 Information Technology (IT) full-time equivalents (FTEs). SLED currently employs 45 FTEs, six contractual employees, and two temporary employees in IT. SLED has over 250 active projects for which the IT program is responsible. A four month staffing review identified several areas of concern.



(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|---|--|--------------------------------------|----------------|--------------|--------------|
| <b>Personnel:</b>   |  |                                      |                |              |              |
| (a) Number of FTEs*   |  |                                      |                |              | 10.00        |
| (b) Personal Service  |  | \$590,000                            |                |              | \$590,000    |
| (c) Employer Contributions  |  | \$171,100                            |                |              | \$171,100    |
|   |  |                                      |                |              |              |
| Program/Case Services   |  |                                      |                |              | \$ 0         |
| Pass-Through Funds  |  |                                      |                |              | \$ 0         |
| Other Operating Expenses  |  |                                      |                |              |              |
|   |  |                                      |                |              |              |
| <b>Total</b>  |  | \$761,100                            | \$ 0           | \$ 0         | \$761,100    |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |              |

(3) Base Appropriation:

|           |  |
|-----------|--|
| State     | \$36,509,075                                       |
| Federal\$ | \$30,914,079 (\$23,056,000 are pass through funds) |
| Other     | \$14,394,100                                       |

(4) Is this priority associated with a Capital Budget Priority?     No     If yes, state Capital Budget Priority Number and Project Name: N/A.

G. Detailed Justification for FTEs - Although SLED is running a 6.6% vacancy rate; all of the vacant positions are in the posting or hiring process. Due to the agency's policies guiding the hiring process, filling a sworn vacant position can take up to four to five months. As a result, there is a perception that the Division has many vacancies to use for other purposes. After a thorough review of agency positions, it has been determined that 10 FTEs are necessary to implement the FY08-09 hiring plan for the agency's Information

Technology support group. The agency has over 250 new and ongoing projects to implement and maintain. These 10 positions would allow the agency to address this current workload.

(1) Justification for New FTEs

Justification:

Future Impact on Operating Expenses or Facility Requirements: SLED is currently requesting approval through the Joint Bond Review Committee and the Budget and Control Board to construct a 12,000 sq. ft. addition to the Criminal Justice Information System facility. The current CJIS facility has become overcrowded, and the information technology infrastructure needs to be updated. The additional space will be used to accommodate information technology and data processing personnel and updated information technology and data processing infrastructure. Leasing and purchasing were considered. However, neither of these operations was considered to be viable due to the need to maintain data processing and information technology infrastructure and personnel at the SLED Headquarters campus adjacent to the existing CJIS facility. Critical needs for the CJIS addition include security and constant electrical power. The current SLED campus infrastructure provides for uninterruptible power and emergency generator backup power; after completion of the existing perimeter security fencing project, the SLED Headquarters campus will be a secure campus with 24/7 presence of sworn SLED personnel. This addition is projected to cost approximately \$2.0 million and will be funded with existing Other Funds.

(2) Position Details:

|  | State     | Federal | Earmarked | Restricted | Total     |
|--|-----------|---------|-----------|------------|-----------|
| Position Title: Senior Information Resource Consultant |           |         |           |            |           |
| (a) Number of FTEs                                     | 7.00      |         |           |            | 7.00      |
| (b) Personal Service                                   | \$385,000 |         |           |            | \$385,000 |
| (c) Employer Contributions                             | \$111,650 |         |           |            | \$111,650 |

|   | State     | Federal | Earmarked | Restricted | Total     |
|---|-----------|---------|-----------|------------|-----------|
| Position Title: Senior Applications Analyst (COBOL) |           |         |           |            |           |
| (a) Number of FTEs                                  | 2.00      |         |           |            | 2.00      |
| (b) Personal Service                                | \$130,000 |         |           |            | \$130,000 |
| (c) Employer Contributions                          | \$37,700  |         |           |            | \$37,700  |



|                                    | State    | Federal | Earmarked | Restricted | Total    |
|------------------------------------|----------|---------|-----------|------------|----------|
| Position Title: Project Manager II |          |         |           |            |          |
| (a) Number of FTEs                 | 1.00     |         |           |            | 1.00     |
| (b) Personal Service               | \$75,000 |         |           |            | \$75,000 |
| (c) Employer Contributions         | \$21,750 |         |           |            | \$21,750 |

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State 45 (and 6 contractual employees, 2 temporary)

Federal           

Other           

Agency-wide Vacant FTEs as of July 31, 2007: 649.24

% Vacant 6.6%

- H. Other Comments: SLED has 649.24 total positions, of which 621.24 are state funded. SLED currently has 43 positions in the hiring process. The agency has 17 vacancies being prepared for posting. The agency is experiencing a robust hiring period for several reasons. First, the agency received 27.24 new positions in August 2007 to address gang violence, statewide investigations, arson/bomb investigations, forensic workloads, administration support for VICE, and the Lt. Governor's security detail. Further, the agency has experienced a very difficult period, whereby a significant number of postings have been reposted because of the dropout rate of the conditionally selected individuals. This substantially extends the hiring process. It takes the agency approximately four to five months to post, interview, conditionally select, complete a background investigation, and then offer each position. When the individual fails to successfully pass a background investigation, the time required to hire for the position is extended. Finally, the turnover rate (Law Enforcement) experienced by the agency is 3.66%. SLED respectfully requests that the General Assembly grant the ten positions requested in the FY08-09 Appropriations Bill.

## FY 2008-09 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

## I. PRIORITY ASSESSMENT OF ACTIVITIES – HIGHEST PRIORITIES

- A. Agency Section/Code/Name: Section 48/D10/State Law Enforcement Division
- B. SLED continues to review its organizational structure and associated funds. To date, there is no function being performed by the agency that is not either mandated through federal or state requirement, statute, proviso, regulation, policy or procedure, or determined critical to public safety.

[illegible]

## FY 2008-09 ACTIVITY PRIORITY ADDENDUM

### II. PRIORITY ASSESSMENT OF ACTIVITIES – LOWEST PRIORITIES

- A. Agency Section/Code/Name: 48/D10 State Law Enforcement Division
- B. Agency Activity Number and Name: SLED continues to review its organizational structure and associated funds. To date, there is no function being performed by the agency that is not either mandated through federal or state requirement, statute, proviso, regulation, policy or procedure, or determined critical to public safety.
- C. Explanation of Lowest Priority Status:
- D. Estimate of Savings:

| Estimate of Savings:       | General | Federal | Supplemental | Capital Reserve | Other | Total |
|----------------------------|---------|---------|--------------|-----------------|-------|-------|
| <b>Personnel:</b>          |         |         |              |                 |       |       |
| (a) Number of FTEs         | 0       | 0       | 0            | 0               | 0     | 0.00  |
| (b) Personal Service       | 0       |         | 0            | 0               | 0     | \$ 0  |
| (c) Employer Contributions | 0       |         | 0            | 0               | 0     | \$ 0  |
|                            |         |         |              |                 |       |       |
| Program/Case Services      | 0       | 0       | 0            | 0               | 0     | \$ 0  |
| Pass-Through Funds         | 0       | 0       | 0            | 0               | 0     | \$ 0  |
| Other Operating Expenses   | 0       | 0       | 0            | 0               | 0     | \$ 0  |
|                            |         |         |              |                 |       |       |
| <b>Total</b>               | \$ 0    | \$ 0    | \$ 0         | \$ 0            | \$ 0  | \$ 0  |